City of Tempe

PROJECT MANAGEMENT COORDINATOR

JOB CLASSIFICATION INFORMATION

Job Code:	480	*FLSA Status:*	Exempt
Department:	Community Development	*Salary / Hourly Minimum:*	$70,963
Supervision Level:	Non-Supervisor	*Salary / Hourly Maximum:*	$95,800
Employee Group:	NSU	*State Retirement Group:*	ASRS
Status:	Classified	*Market Group:*	Sr. Planner
Drug Screen / Physical:	N N	*EEO4 Group:*	Professionals

DISTINGUISHING CHARACTERISTICS

Employees within this class are working at a professional level and are responsible for the administration of the city's general plan. Responsibilities include presentations to community groups and elected and appointed officials, coordination of input, and interaction with outside agencies and other departments within the City of Tempe to develop and amend documents that forecast the city's growth and development potential. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from Senior Planners and Principal Planners in that the work of the Project Management Coordinator is primarily related to the research and study of local and regional planning trends and to write reports and prepare documents to assist with long range planning and future project development.

REPORTING RELATIONSHIPS

Receives general supervision from a Community Development Director or from other supervisory or management staff.

May provide technical or functional direction to other professional staff as needed.

MINIMUM QUALIFICATIONS

Experience:	Three years of increasingly responsible professional planning or project management experience.
Education:	Requires a Bachelor's degree from an accredited college or university with major course work in architecture, landscape architecture, urban planning, transportation planning or a degree directly related to the core functions of this position.
License / Certification:	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform professional planning work that deals primarily with long range and advance planning; and to act as project manager of assigned projects.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.

- Monitors overall implementation of the City's master plan, including general planning and development philosophy, goals, and policies;

- Monitors plan application to geographic and proposed development areas;

- Performs research and evaluation of current planning philosophy and goals, reviews current plan application and implementation, and prepares recommendations for studies and revisions;

- Performs research and recommends general plan amendments and revisions;

- Administers plan revision process;

- Coordinates with and acts as liaison with task forces and study groups, taking public comments and input regarding long range planning issues;

- Coordinates City planning efforts with area municipalities and other regional government bodies;

- Performs special projects, studies, and research as directed;

- Administers general plan work and projects;

- Performs, as needed, technical planning functions including research, review, analysis, presentation, and coordination of rezone, annexation, development, use permit, variance, and related applications;

- Prepares and presents written and oral reports to regulatory and hearing bodies;

- Maintains geographic and demographic information and databases, and related studies and statistics, for research, documentation, and public access;

- Prepares annual analysis of development activity in the City;

- Represents the City at public information and review meetings;

- Provides information and recommendations for amendments on short-term and long- range planning issues and proposed revisions to City master plans and development codes;

- Provides technical support and recommendations on neighborhood planning assignments including data gathering and community participation projects;

- Performs all work duties and activities in accordance with City policies and procedures;

- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operates computers, calculators, and other office machines;
- Makes presentations to public and governmental bodies;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:
[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective May 2011
Revised November 2014 (update supervision received, job duties, and min quals)